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Report for Week Ending 2 April 1958
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 41 actions requiring the printing of 979,337 copies or sets of blank forms, This represents an increase of 11 actions and an increase of 355,671 copies or sets compared to last week.
- (2) Seven new and six revised forms were approved.
- (3) The Dispatch Forms have been printed and delivered. During inspection a serious error was noted (marginal words "Record Copy" had been printed on the blue "Chrono" copy. instead of the yellow, "Official File"). The salvage of 600,000 sets valued at \$18,000. was prevented by (a) getting the manufacturer to agree to excise the bottom right and left sides of the forms and (b) securing Mr. [] agreement to use them. OL and Commo. ARO's were also contacted in solving this problem.

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b. Intangible

(1)

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2. Assignments - Active

- a. There are 21 new and 10 revised forms pending.
- b. Seven Employee Suggestions are ^ebeing evaluated.

3. News

- a. The DD/P has submitted (with the concurrence of DD/S) to the Honor Awards Board, nomination for Honor Awards on the 8 officers who officially helped improve the system for handling "Hot" Information Reports. Board action should be taken within 30 days. This is the project on which 4 employees shared \$8,500. in Suggestion Awards.
- b. Draft of [] Forms Management was completed and forwarded to you for publication this week.

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- 25X1
- c. The color film titled, "Paper Work" produced by the Champion Paper Company of Hamilton, Ohio, was viewed by Messrs [] today. This film was very interesting and informative and covered all phases of paper making in a large modern paper making plant. Arrangements have been made to have this film shown again on Thursday at 2:30 P.M. in Room E-23, Bldg. 14. This showing will permit others in this Branch to view this film. Mr. [] OP, and [] PSD, have also indicated a desire to attend this showing.
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